

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
TRANSITION AGE YOUTH SYTEM OF CARE BUREAU**

**JUVENILE JUSTICE TRANSITION AFTERCARE SERVICES DIVISION**

**VACANCY ANNOUNCEMENT**

**This is not an official examination bulletin**

**MENTAL HEALTH SERVICES COORDINATOR I**

The Juvenile Justice Transition Aftercare Services Division, a comprehensive countywide aftercare unit addressing the mental health needs of Probation children and youth transitioning from the juvenile justice system to the community, is seeking dynamic, energetic, highly motivated, self-directed, organized individual(s) to join its professional multidisciplinary team.

**DESIRABLE QUALIFICATIONS:**

- Ability to establish collaborative working relationships with program partners (i.e. Probation Department, DCFS, community organizations, school districts, etc.);
- Excellent organizational, interpersonal, oral, and written communication skills;
- Ability to work on a multidisciplinary team and in an interagency environment;
- Ability to function both independently and collaboratively in a team environment;
- Proficiency in use of databases such as Microsoft Word, Excel, Access and Outlook;
- Bilingual Spanish language proficiency;
- Excellent attendance, reliable, flexible, and the ability to work under pressure.

**EXAMPLES OF ESSENTIAL JOB DUTIES:**

- Provide administrative support for the planning, coordination, and implementation of the aftercare services;
- Participate in Medi-Cal certification activities, the implementation of Medi-Cal rules and regulations, EBP policies and procedures, and quality assurance and HIPPA standards;
- Assist in the development of specialized services for the juvenile justice population;
- Participate in the provision of case management and linkage services;
- Conduct program presentations for community partner agencies and Probation Department to create and maintain partnerships;
- Create and maintain tracking logs;
- Develop and prepare program and departmental reports;
- Research information and reviews legislation related to the juvenile justice population;
- Investigate and resolve client and public concerns regarding mental health services;
- Travel to community agencies and Probation camps to troubleshoot and serve as a liaison between DMH, Probation, community partners, youth and family.

Interested individuals who currently hold the payroll title of Mental Health Services Coordinator I may fax, mail or email a detailed resume, last two (2) Performance Evaluations, and last two (2) years of master time records to the **Attention of** Deborah Perkins, HPA by **Monday, February 24, 2014** to:

**Juvenile Justice Transition Aftercare Services (JJTAS)  
550 South Vermont Avenue, 4<sup>th</sup> Floor, Suite 400  
Los Angeles, CA 90020  
Fax: (213) 427-6166**